



Breaking Barriers to Justice

PARALEGAL— Public Benefits Unit

Land of Lincoln Legal Aid seeks full-time paralegals for its Public Benefits Unit (PBU) located in the Metro East (St. Clair and Madison Counties). The PBU is a centralized unit focusing exclusively on representing clients in federal and state public benefits matters. The PBU will provide direct client representation to clients throughout our service area and work with our regional offices to strengthen our public benefits practice. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln staff work with community organizations, social service agencies, and faith-based groups to deliver holistic legal services. The PBU Paralegals will be responsible for performing intakes, preparing documents, providing legal advice and representation in administrative hearings under the supervision of an attorney, and providing administrative and clerical support to efficiently serve a high volume of individuals.

Responsibilities include:

- Communicate with clients, attorneys, and others;
- Perform intake of prospective clients, client interviews, and maintain client relationships;
- Under attorney supervision, provide legal advice, conduct investigations, prepare pleadings and correspondence, and represent clients at administrative hearings;
- Other duties as assigned.

Qualifications:

- Paralegal experience strongly preferred, or experience in legal aid;
- Highly motivated, Self-starter with ability to work independently;
- Good working knowledge of Microsoft Office programs and comfortable with technology;
- Ability to communicate effectively in a pleasant and professional manner;
- Excellent verbal, analytical, writing, and organization skills; Strong attention to detail;
- Commitment to social and racial justice;
- Sense of humor;
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds.

Special Working Conditions and Demands:

- Applicants must have reliable transportation, valid driver's license, and car insurance;
- Home broadband internet sufficient for videoconferencing

Compensation:

\$47,500+ dependent on experience. Excellent insurance and retirement benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the federal public service loan forgiveness program.

Apply: Please send a cover letter and resume to Clarissa Gaff, Executive Director c/o Amanda Vivod avivod@lincolnlegal.org

Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.